

ELKHART COUNTY 4-H & AGRICULTURAL EXPOSITION, INC.  
Elkhart County, Indiana

The Elkhart County 4-H Fair is currently accepting applications for the position of Business Coordinator. The Elkhart County 4-H Fair is one of the largest county fairs in the nation with over 190,000 visitors during a nine-day event. The fairgrounds are utilized year-round for 4-H events, camping, RV rallies, auctions, corporate meetings, events, and winter storage.

Qualified candidates will have a Bachelor's Degree in business administration, management, or a closely related field. The candidate must have experience in facilities management, marketing, administration, and accounting. Leadership and strong communication skills are also necessary.

Applications will be accepted until January 17, 2022.

For More Information about the Elkhart County 4-H Fair, please visit [www.4hfair.org](http://www.4hfair.org).

ELKHART COUNTY 4-H & AGRICULTURAL EXPOSITION, INC.  
Business Coordinator Job Description

About the Fair

The Elkhart County 4-H Fair is one of the largest county fairs in the nation. More than 190,000 people attended the Fair during the nine-day event. The Fair Board's goal is not only to be a big event, but also to be one of the best. The Fair takes pride in preserving quality family entertainment, grandstand shows, positive competitions and terrific "fair food". 4-H is the heart of our fair. In 2021, there were 2,815 livestock exhibits and 3,390 non-livestock exhibits, and the 4-H livestock auctioned raised \$1,224,104.31. There are over 2,833 4-H members and 729 volunteer adult leaders.

The fairgrounds include 384 acres (include a harness horse race track), 800 recreation vehicle hook-ups, and over 224,552 square feet of facilities. The facilities are utilized on a year-round basis for 4-H club events, RV rallies, individual camping, corporate meetings and events, auctions, winter storage, and various other uses.

The Fair Board consists of over 100 volunteer members. Each member takes great responsibility and ownership in their area of the Fair. The passion among our board members is second to none. With so many members, we function differently than many other organizations. However, due to the passion, abilities and cooperation of our members, we are able to put on one of the largest 4-H Fairs in the country and continue to "Make the Best Better!" The Business Coordinator will report directly to the Executive Committee.

Qualifications

- Bachelor's Degree in business administration, management, or a closely related field with experience in facilities management; or an equivalent combination of experience and training which provides the knowledge skills, and abilities necessary to perform the job.

- Must possess strong communication, mentoring, and teamwork skills; be a critical thinker; possess problem solving skills, be flexible and creative in the workplace setting; and be willing to grow and change as new needs and opportunities arise.
- Demonstrate marketing, administrative leadership, and management abilities.

#### Job Description

The successful candidate will report to the executive committee, and the applicant will coordinate operations leading up to the presentation of the annual Fair. This person will also direct all matters involving non-fair activities of this not-for-profit corporation. Additionally, the Business Coordinator shall administer the business operations of the corporation.

#### Salary

Salary and benefits are commensurate with qualifications and experience.

#### To Apply

Qualified candidates are invited to submit a cover letter, resume, and three professional references to: [jlund@yaub.com](mailto:jlund@yaub.com), or the same can be sent via regular mail to the following address:

Yoder Ainlay Ulmer & Buckingham, LLP  
Attn: Jeff Lund/Elkhart County 4-H Business Coordinator Search  
130 North Main Street  
Goshen, IN 46526

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